

Accounting 1, 2
Business Law
Career Internship Program
Computer Applications (MOS)
Consumer Economics
International Business Economics
Introduction to Business
iOS Development (Apple Apps)
Keyboarding
Marketing
Networking Software Solutions (MCSA)
Networking Essentials (Net+)
PC Repair & Maintenance (A+)
Programming in Java
Programming in Visual Basic
Web Page Development 1, 2

Business Education






Mr. Paul Houston, Division Chair
 TEL: SC (708) 579-6546, NC (708) 579-6420
 FAX: (708) 579-6009
 EMAIL: phouston@lths.net

Andrew Newcomb, Assistant Division Chair
 TEL: NC (708) 579-6776
 FAX: (708) 579-6009
 EMAIL: anewcomb@lths.net

Business Education Department Philosophy

The Business Education Department of Lyons Township High School offers a wide selection of course offerings that meet a variety of student needs. Careful selection of courses can help students develop valuable skills for personal use, begin an exploration of possible areas of study, and gain useful information for selecting and beginning college study. Also, a student may acquire significant skills helpful for initial and future employment opportunities.

Programs

	South Campus 9-10	North Campus 11-12
Accounting		<ul style="list-style-type: none"> Accounting 1 & 2
Business Administration	 <ul style="list-style-type: none"> Introduction to Business 	<ul style="list-style-type: none"> Business Law Introduction to Business Computer Applications (MOS) International Business Economics
Computer Science	 <ul style="list-style-type: none"> Computer Applications (MOS) Keyboarding Networking Software Solutions (MCSA) Networking Essentials (Net+) PC Repair & Maintenance (A+) Web Page Development 1, 2 Programming in Visual Basic 	<ul style="list-style-type: none"> Computer Applications (MOS) Keyboarding Networking Software Solutions (MCSA) Networking Essentials (Net+) PC Repair & Maintenance (A+) Programming in Java Web Page Development 1, 2 Programming in Visual Basic iOS Development (Apple Apps)
Marketing	 <ul style="list-style-type: none"> Introduction to Business Computer Applications (MOS) Keyboarding Web Page Development 1, 2 	<ul style="list-style-type: none"> Introduction to Business Computer Applications (MOS) Keyboarding Marketing Web Page Development 1, 2
Technology	 <ul style="list-style-type: none"> Computer Applications (MOS) Keyboarding Networking Essentials (Net+) Programming in Visual Basic Web Page Development 1, 2 Networking Software Solutions (MCSA) PC Repair & Maintenance (A+) 	<ul style="list-style-type: none"> Computer Applications (MOS) Keyboarding Networking Essentials (Net+) Programming in Visual Basic Programming in Java Web Page Development 1, 2 Networking Software Solutions (MCSA) PC Repair & Maintenance (A+) iOS Development (Apple Apps)

Business Education Department Standards

The Business Education Department has established standards for student learning that both guide its courses and programs and challenge students academically. There are six general standards as titled and stated below. In addition, each general standard has specific student learning standards that are available upon request. Finally, specific standards for each course and program have been developed, and these are distributed to students at the beginning of each semester or annual course.

Business Education programs will include experiences that provide for...

- | | |
|---------------------|---|
| Standard I | Career Awareness
study and understanding of business-related careers and for the evaluation of activities in the workplace. |
| Standard II | Communication Skills
effective use of communication skills. |
| Standard III | Technological Knowledge and Skills
study and understanding of business-related technological hardware and software. |
| Standard IV | Work Ethics
study and understanding of practical ethical behavior. |
| Standard V | Business Principles
study and general understanding of the business world and basic skills for business management. |
| Standard VI | Economic Literacy
study and understanding of how people have organized for and worked within the production, distribution, and consumption of goods and services. |

- **Personal Use** Students should select from appropriate courses to preview subject areas in which an interest exists as this may help in narrowing down possible college majors.
- All courses listed under Business Education apply toward the Practical Arts graduation requirement except Consumer Economics (see p. 7).
- **Independent Study** Under specific conditions as outlined on p. 25 of the Guide, students may make application for Independent Study. In all cases, students must secure parent, teacher, counselor, divisional, and building administration approval. Independent Study may not be taken as an 8th semester/annual course.

Accounting 1

Credit: 1/2 (cr/nc)	Level: III
Grade Offered: 11, 12	Fall BU5511
	Spring BU5512
Prerequisite: None	

This course is recommended for students who want to pursue a fundamental understanding of accounting for college and for a career. The practices of a business accounting program are presented. The theory of double-entry accounting and the accounting cycle are emphasized. Accounting is a basic requirement for college business majors. Problem applications will be presented to enhance understanding.

Accounting 2

Credit: 1/2	Level: IV
Grade Offered: 11, 12	Spring BU5522
Prerequisite: Accounting 1	

This course continues with the fundamentals of accounting theory. It includes the study of special journals and ledgers which provide students with the practical experience of keeping the financial records of a simulated business enterprise during a normal month's operations. Whenever possible, this course should immediately follow Accounting 1.

Business Law

Credit: 1/2	Level: III
Grade Offered: 11, 12	Fall BU5811
	Spring BU5812
Prerequisite: None	

This course enables the student to develop the ability to identify and evaluate the fundamental principles of law used in the business world and day-to-day business activities. It will aid students in understanding their legal rights, obligations, and responsibilities. The material covered includes a study of the essential elements of contracts. Students will study realistic cases and participate in a mock trial.

Introduction to Business

Credit: 1/2 (cr/nc)	Level: III
Grade Offered: 9, 10	Fall BU5116
	Spring BU5117
11, 12	Fall BU5111
	Spring BU5112

Prerequisite: None

Would you like to learn how businesses are operated and managed in our global society? Getting involved in the business world is the objective of this learning experience. Students will gain a foundation in business ownership, economics, human resources, marketing, ethics, accounting, finance, governmental regulation, law, and international business. As you explore these areas, take your first step toward becoming a business leader of tomorrow. This course should be considered a survey to the other courses in the Business Education Department.

Computer Applications (MOS)

Credit: 1/2 (cr/nc)	Level: III
Grade Offered: 9, 10	Fall BU4226
	Spring BU4227
11, 12	Fall BU4221
	Spring BU4222

Prerequisite: Keyboarding Skills

In order to remain current in today's ever-changing workplace, up-to-date computer skills are a necessity. Computer Applications will train students in the areas of Word, Excel, Access, PowerPoint, and Publisher. Using the Microsoft Office 2010 suite, students will become proficient with intermediate and advanced features of these programs. Students will gain hands-on experience completing projects using the various programs. This course will also assist students in other courses at Lyons Township High School, including development of proper formatting for research papers using the Modern Language Association (MLA) guidelines, which is a requirement of all research papers at LT. The goal of this course is to help students compete in today's world of technology and achieve success in whatever field they choose to pursue.

Consumer Economics

Credit: 1/2	Level: III
Grade Offered: 11, 12	Fall BU0551
	Spring BU0552
Prerequisite: None	

This course focuses on personal money management concerns that face all consumers. Topics to be studied include economics, insurance, investments, taxes, finance, comparison shopping, consumer protection, credit, and career/estate planning.

International Business Economics

Credit: 1/2	Level: IV
Grade Offered: 11, 12	Fall BU5831
	Spring BU5832
Prerequisite: None	

Interested in learning about the global economy? This course is designed for the student who wants to discover and learn how political systems, cultural differences, and values of world economics impact world business practices and decisions. Students will be given an opportunity to develop business skills and knowledge to function successfully as business professional in a global society. The students will be actively involved in group work, projects, reading and writing activities, critical thinking/problem solving of global economic issues. Speakers from the international business world will identify employment and career opportunities as well as share their own personal experiences. Students may elect this course for Practical Arts credit in Business Education or for Social Studies credit.

iOS Development (Apple Apps)

Credit: 1/2	Level: IV
Grade Offered: 11, 12	Fall BU4966
	Spring BU4967
Prerequisite: Programming in Java or AP Computer Science	

Want to learn how to make apps for your iPhone, iPad, or iPod? Join the exciting and challenging world of App Development! In this advanced programming course, students will learn to program apps for mobile Apple devices running the Apple Operating System, iOS. Using MacBook Airs provided in class, students will become familiar with the Objective-C Programming Language and create useable applications in the XCode environment. Upon completion of this course, students will be able to design and develop apps for use on portable Apple devices.

Keyboarding

Credit: 1/2 (cr/nc) (dc)	Level: III
Grade Offered: 9, 10	Fall BU5416
	Spring BU5417
11, 12	Fall BU5411
Prerequisite: None	Spring BU5412

This course is needed by all students who wish to learn the required keyboarding skills used in today's technical world. Students selecting this course will learn basic keyboarding skills, and proper use of the keyboard. Students will improve their speed and accuracy as they key, as well as improve their proofreading skills. In addition, proper formatting of reports, letters, and tables will be learned, along with a variety of other keyboarding applications. Keyboarding skills are required for further course work in Computer Applications (MOS), Programming in Visual Basic, and Programming in Java. Sophomores, Juniors and Seniors may receive dual credit through College of DuPage.

Marketing

Credit: 1/2 (cr/nc)	Level: III
Grade Offered: 11, 12	Fall BU4711
	Spring BU4712
Prerequisite: None	

Did you ever wonder how major companies develop their selling strategies? Students selecting this course will study how products progress via a marketing plan. This learning experience will provide students with basic marketing concepts as they relate to our emerging global economy. Real-life examples will be presented from industry as you follow products from the producer to the consumer.

Networking Essentials (Net+)

Credit: 1	Level: IV
Grade Offered: 10	Annual BU4516
	BU4517
11, 12	Annual BU4511
	BU4512

Prerequisite: Algebra

Years Offered: 2014-2015, 2016-2017

This biennial course has been developed to teach students the skills needed to design, build, and maintain small, medium, and large sized networks, and to prepare students for the CompTIA Net+ certification exam. Students will receive training and develop skills that will allow them to enter the workforce and/or further their education and training in the computer networking field. As a result of Networking Essentials (Net+), students will be prepared to sit for the CompTIA Net+ examination, a rigorous industry-based examination that, if passed, will enable students to enter this field qualified and certified in networking.

Networking Software Solutions (MCSA)

Credit: 1	Level: V
Grade Offered: 10	Annual BU4866
	BU4867
11, 12	Annual BU4861
	BU4862

Prerequisite: None

Years Offered: 2013-2014, 2015-2016

This intensive biennial course provides the core foundation for supporting the Microsoft Windows client and server operating systems in both peer-to-peer and client-server environments. The goal of this course is to provide students with skills necessary to install, configure, customize, optimize, and troubleshoot Windows systems. This course is designed to help Microsoft Certified Systems Administrator (MCSA) candidates prepare for the full complement of MCSA certification exams, two of which may be taken as part of the course.

PC Repair & Maintenance (A+)

Credit: 1	(cr/nc) (dc)	Level: III
Grade Offered: 9, 10		Annual BU4836
		BU4837
11, 12	Annual	BU4831
		BU4832

Prerequisite: None

There are more A+ computer service technician jobs than there are people to fill them. Take the A+ course, pass the certification exams, and be a step ahead of everyone else. If you pass the examinations, you can become employed as an A+ certified computer service

technician. Training in the business world for such a program costs \$1,000 or more. Topics covered include microcomputer fundamentals, PC hardware, operating systems, Microsoft Windows, troubleshooting the system, system boards, input/output, internal/external data storage, video displays, printers, data communication, networking, preventive maintenance and safety, installation, configuration, upgrading, and diagnosing. Sophomores, Juniors and Seniors may receive dual credit through College of DuPage.

Programming in Java

Credit: 1/2 (cr/nc)	Level: IV
Grade Offered: 11, 12	Fall BU4461
	Spring BU4462
Prerequisite:	Keyboarding skills

This course introduces students to the Java programming language. Students will learn to write their own programs to solve problems related to business, mathematics, and the sciences. They will encounter beginning Java concepts such as input-output, looping and control structures. Beginning Java graphics, including creating Java applets, will be covered. Students interested in computer science, general programming or creating gaming applications would benefit from this course. Programming in Visual Basic is recommended before taking this course.

Programming in Visual Basic

Credit: 1/2 (cr/nc)	Level: III
Grade Offered: 9, 10	Fall BU0806
	Spring BU0807
11, 12	Fall BU0801
	Spring BU0802

Prerequisite: Keyboarding skills

The Visual Basic course is an ideal way for students new to software development to get an understanding of what programming is. Students learn general programming concepts with the user-friendly graphical tool, Visual Studio. Students create dozens of programs throughout the semester which include practical applications as well as gaming applications. Students also learn how to update a database from a program and how to anticipate user problems. Proponents claim that Visual Basic is an invaluable skill due to the popularity of Microsoft Windows. Visual Basic is used to program many applications in Windows and to create desktop applications, but is also the macro language for the MS Office products. With knowledge in Visual Basic you can not only create your own programs and build your own games, but you can learn how to code, debug, and deploy all types of applications. The object of the

class is to give students an opportunity to work hands-on and become developers of activities that meet their own interests, as well provide insight into the world of programming for future careers or hobbies. No previous programming or computer knowledge is needed, although good keyboarding skills are a must! This course is recommended before Programming in Java.

Web Page Development 1

Credit: 1/2 (cr/nc)	Level: III
Grade Offered: 9, 10	Fall BU4846
	Spring BU4847
11, 12	Fall BU4841
	Spring BU4842
Prerequisite: Keyboarding skills	

Are you interested in creating web sites and learning about various aspects of the Internet? Web Development 1 concentrates on creating web pages using Hyper Text Markup Language (HTML) and Cascading Style Sheets (CSS). Current topics such as Internet safety and the social media are also discussed. Students will work on a final project in a group to develop a web site for a local business or non-profit organization.

Web Page Development 2

Credit: 1/2	Level: IV
Grade Offered: 9, 10	Fall BU4876
	Spring BU4877
11, 12	Fall BU4871
	Spring BU4872
Prerequisite: Web Page Development 1	

Interested in making money using the Internet? Web Development 2 will provide you with the skills to do just that. This course will concentrate on two areas. One portion of the course will focus on two scripting languages, PHP and JavaScript. These powerful languages are what enable web pages to be interactive on the Internet. Another portion of the course will concentrate on the role E-Commerce has in business. E-Commerce is the buying and selling of goods and services on the Internet. Topics like shipping, taxation, payment methods, payment security, product marketing, laws, and shopping cart issues are covered. This hands-on class will equip students with the expertise needed to use the Internet to start their own business, compete in today's world of technology, and achieve success in their chosen field. This course may be taken for dual credit. It is the sole discretion of each department team to recommend the student for a work internship, application does not guarantee admission.

Career Internship Program

Credit: 1/2 (dc)	Level: IV
Grade Offered: 11, 12	Fall BU5551
	Spring BU5552
	Summer BU5558, BU5559

This course is designed for the student who is seeking work experience in an area that they wish to pursue as a career upon graduation or after attending college. The student will apply for the internship through the department that they wish to receive credit for the experience. The student will work a minimum of 90 hours during the semester for credit for the course. The student will have weekly contact with the supervising teacher, develop a culminating project based upon the experience, be evaluated by the supervising teacher and the employer for the final grade. The student is responsible for their own transportation to and from the work place. This course may be taken for duplicate credit. It is the sole discretion of each department team to recommend the student for a work internship. Application does not guarantee admission.

**Have you ever considered
a career in business?
Then you should consider
taking courses such as:**

- Introduction to Business
- Accounting
- Business Law
- Keyboarding
- Computer Applications (MOS)
- Economics
- Marketing

**Have you ever considered
a career in technology?
Then you should consider
taking courses such as:**

- Keyboarding
- Computer Applications (MOS)
- PC Repair and Maintenance (A+)
- Programming in Java
- Programming in Visual Basic
- Web Page Development (1&2)
- Networking Essentials (Net+)
- Networking Software Solutions (MCSA)
- IOS Development (Apple Apps)

Business Education Classes

When choosing Annual Courses, you will need the first and second semester codes.

Freshman Courses

Fall Only

BU5116 Introduction to Business
BU5416 Keyboarding
BU4226 Computer Applications (MOS)

Spring Only

BU5117 Introduction to Business
BU5417 Keyboarding
BU4227 Computer Applications (MOS)

Computer Technology

Annual Course

BU4836/7 PC Repair & Maintenance (A+)

Fall Only

BU0806 Programming in Visual Basic
BU4846 Web Page Development 1
BU4876 Web Page Development 2

Spring Only

BU0807 Programming in Visual Basic
BU4847 Web Page Development 1
BU4877 Web Page Development 2

Sophomore Courses

Fall Only

BU5116 Introduction to Business
BU5416 Keyboarding
BU4226 Computer Applications (MOS)

Spring Only

BU5117 Introduction to Business
BU5417 Keyboarding
BU4227 Computer Applications (MOS)

Computer Technology

Annual

BU4836/7 PC Repair & Maintenance (A+)
BU4516/7 Networking Essentials (Net+) (2014-2015)
BU4866/7 Networking Software Solutions (MCSA)
(2015-2016)

Fall Only

BU0806 Programming in Visual Basic
BU4846 Web Page Development 1
BU4876 Web Page Development 2

Spring Only

BU0807 Programming in Visual Basic
BU4847 Web Page Development 1
BU4877 Web Page Development 2

Junior and Senior Courses

Fall Only

BU0551 Consumer Economics
BU5511 Accounting 1
BU5811 Business Law
BU5111 Introduction to Business
BU5831 International Business Economics
BU5411 Keyboarding
BU4221 Computer Applications (MOS)
BU4711 Marketing

Spring Only

BU0552 Consumer Economics
BU5512 Accounting 1
BU5522 Accounting 2
BU5812 Business Law
BU5112 Introduction to Business
BU5832 International Business Economics
BU4222 Computer Applications (MOS)
BU4712 Marketing
BU5412 Keyboarding

Fall or Spring

BU5551/2 Career Internship

Computer Technology

Annual

BU4831/2 PC Repair & Maintenance (A+)
BU4511/2 Networking Essentials (Net+) (2014-2015)
BU4861/2 Networking Software Solutions (MCSA)
(2015-2016)

Fall Only

BU4966 iOS Development
BU0801 Programming in Visual Basic
BU4461 Programming in Java
BU4841 Web Page Development 1
BU4871 Web Page Development 2

Spring Only

BU4967 iOS Development
BU0802 Programming in Visual Basic
BU4462 Programming in Java
BU4842 Web Page Development 1
BU4872 Web Page Development 2